



## EMPLOYER WORK-STUDY REQUEST

**Department Name:** Admissions Records Department

**Supervisor/Contact Name:** Tina Johnson /Fred Steenkamp

**Phone/Extension:** 1178

**Office Location:** Cambridge, MA  Lawrence, MA  Springfield, MA   
Augusta, GA  Chesapeake, VA  San Juan, PR   
Ontario, CA  Memphis, TN

**Total number of students requested:** 1 for Fall 2011-12

**Of that number, how many are returning students?** 1

**Responsibilities:** The work study student will be responsible for supporting the administrative efforts of Admission Records, including but not limited students, working with Microsoft Office documents, organizing applicant files, mailing letters to applicants and other Admission Records office tasks.

**Special Skills or Qualifications:** Student must have excellent customer service skills and professionalism, as well as working knowledge of Microsoft Office; must have the ability to process information with a keen attention to detail.

**Please indicate if there are special hours a student would need to be available or special physical requirements that need to be met:**

Student would need to be available during regular business hours, 9am-5pm.